

How to Access Your Outlook from Home



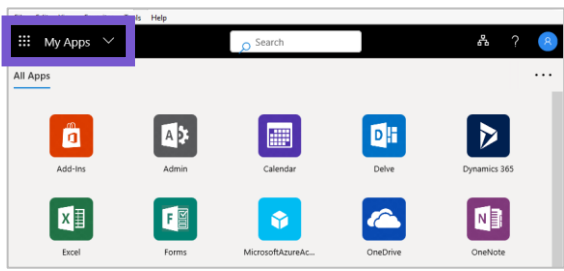
FROM YOUR WORK LAPTOP OR
YOUR OWN PERSONAL DEVICE

Whether it's the common cold, a snowstorm, or a public health emergency, sometimes we need to work from home. The good news is that anyone can access their files from their personal computers, smartphones or other devices – from anywhere!

Part 1: Login to The Associated's 365 Account

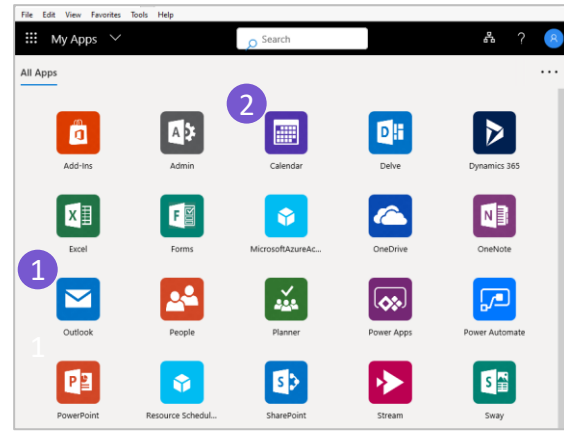
1. Open an internet browser (Chrome, Internet Explorer)
2. Go to apps.associated.org
3. Complete the two-factor authentication process

The **My Apps** page (landing page) opens

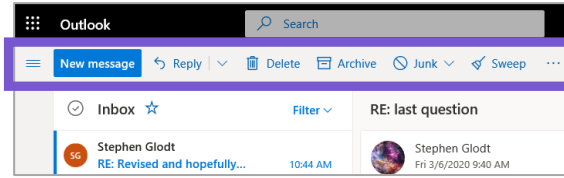


Part 2: Open the Apps

4. Click the **Outlook** icon to open your email
5. Click the **Calendar** icon to open your calendar



The Email and Calendar tool ribbons looks a little different than the desktop versions we are used to.



Most functions we use are available in the online versions of Email and Calendar, but not all of them.

Note: While you can open the Email and Calendar apps separately from the **My Apps** page, you can still open one, then click the tool button at the bottom of the screen to toggle to the other.



If you have any trouble, please call the Help Desk at 410-369-9225.